Workshop II – Preparing an oral presentation

Academic year: 2009-2010

TUTORIAL # 3
Preparing your oral presentation further

Prepare an outline of your first oral presentation. In doing so, do not forget that your presentation must consist of the following parts (see Tutorial # 1):

Introduction
- Before you begin your oral presentation, state your name and title of the topic that you are presenting.
- Focus on three points in this section:
  - why did you choose this particular myth and/or misconception?
  - what is the subject being addressed?
  - why is it important to investigate this problem?

Discussing the myth and/or misconception
- Be brief and to the point. Eliminate extraneous detail.
- Mention only those details needed to understand what comes later.
- Lead your audience in a logical manner from one point to the next.

Summary
- Reinforce what you want the audience to remember by summarising the major ideas at the end of your talk.
- Suggest what might be done to gain more insight into the issue.
- End the talk on a positive note.

Your must hand in a copy of your outline on the day of rehearsal of your first presentation. If you fail to do so, you will not be allowed to: 1) rehearse; and 2) present your topic to the class.